***Bookkeeping and Tax Professionals***

204 N. WEST ST. \* ROCKWALL, TEXAS 75087 \* (214) 334-1040 \* de@btptaxpros.com

**Client Agreement**

CLIENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CLIENT ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CLIENT CELL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CLIENT EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. BTP Tax Pros AGREES to perform the following:

 A. Preparation of Financial Reports

 \_\_\_ Monthly services for a MONTHLY FEE of $\_\_\_\_\_. This MONTHLY FEE is based upon the following services and an average of \_\_\_\_\_ transactions and \_\_\_\_\_ employees and/or contract laborers.

 \_\_ Profit and Loss \_\_ Balance Sheet

 \_\_ Actual Month and Year -To - Date \_\_ Cash Flow Statement

 \_\_ Actual vs. Budget \_\_ On-Site Review of Reports

 B. Preparation of Sub=Ledgers and Journals

 \_\_ General Ledger \_\_Cash Disbursements Journal

 \_\_ Payroll Journal \_\_ Bank Reconciliations for Account(s)

 \_\_ General Journal \_\_ Sales Journal

 \_\_ Cash Receipts Journal

 C. Governmental Reporting Requirements

 \_\_ Federal Tax Deposit Coupon Preparation for monthly deposit requirements

 \_\_ State Unemployment Tax Return preparation

 \_\_ Preparation of forms W-2, W-3, 1099, and 1096 at a fee of $\_\_\_\_\_ per form

 \_\_ Form 941 preparation (quarterly)

 \_\_ Form 940 (annually)

 \_\_ Sales Tax Return preparation (as needed)

2. A One-Time Set Up Fee of $\_\_\_\_\_ will be incurred by the client.

3. BTP Tax Pros AGREES to provide the following services at our current hourly rate:

 \_\_ Preparation of Schedule C tax return (Sole-Proprietor) \_\_ Loan Packaging

 \_\_ Preparation of Form 1120S (C-Corporation) \_\_ Business Planning and Consultation

 \_\_ Preparation of Form 1120S (S-Corporation) \_\_ Tax Planning and Consultation

 \_\_ Preparation of Form 1065 (Partnership) \_\_ Annual Franchise ax Report

4. Back-Work Fee to bring client records current, will be the lesser of 1/2 the MONTHLY FEE for each month or $\_\_\_\_\_ for each month or $\_\_\_\_\_ per hour.

5. The MONTHLY FEE will not be increased by BTP Tax Pros for one (1) year unless client activity increases or decreases substantially. New businesses are subject to an initial 90-day review.

6. Client AGREES

 A. To furnish BTP Tax Pros with true and complete information necessary for BTP Tax Pros to perform its services.

 B. To pay fees at the time materials and services are complete unless otherwise agreed to herein in writing.

 C. To hold BTP Tax Pros harmless such that BTP Tax Pros will not be liable or responsible for any claims or damages from whomsoever arising out of attributable to the operations or performance of services for or in behalf of the client by BTP Tax Pros. In any event, any liability of BTP Tax Pros for any matter shall be limited to the amount of its Monthly Fee to client.

7. BTP Tax Pros guarantees you satisfaction. If you are not satisfied that BTP Tax Pros has provided you with accurate financial statements in a timely fashion, simply write a letter with 7 days of the date they were provided to you and you will no be charged for that month. If you have already paid, you will be given a prompt refund.

THE AGREEMENT is entered into this \_\_ day of \_\_\_\_\_\_\_\_\_\_, 20\_\_. THE AGREEMENT may be canceled by either party by giving a 30 day written notice of intent to cancel to the other party at the address stated above.

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 BTP TAX PROS Client Printed Name

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 Client Signature

**ACCOUNTING\*BOOKKEEPING\*TAXES\*PAYROLL SERVICES\*BUSINESS CONSULTING**